



Environmental Management Consolidated Business Center (EMCBC)

Subject: EMCBC QA Implementation Plan (QIP)

Program Description

APPROVED: (Signature on File)

EMCBC Director

ISSUED BY: Office of Logistics Management

1.0 PURPOSE

The purpose of this document is to identify and control the configuration of the Environmental Management Consolidated Business Center (EMCBC) Quality Assurance Program (QAP) implementing procedures, plans, and processes.

2.0 SCOPE

This document is directed toward the application of the EMCBC QAP at the EMCBC. Similar site-specific documents should be established for participating Service Level Agreement (SLA) sites who adopt the EMCBC QAP for their programs.

3.0 APPLICABILITY

This document is applicable to all EMCBC QAP implementing procedures, plans, and processes.

4.0 REQUIREMENTS

PL-414-01, EMCBC Quality Assurance Program (QAP)

5.0 DEFINITIONS – Not Applicable

6.0 RESPONSIBILITIES

6.1 EMCBC Director

The EMCBC Director has the overall responsibility and accountability for the scope and implementation of the EMCBC Quality Assurance (QA) Program including the procedures, plans, and processes identified in this EMCBC QA Implementation Plan (QIP).

6.2 EMCBC Assistant Director, Office of Logistics Management

Periodically (at least annually) review and update this QIP to maintain configuration control of the EMCBC QAP and EMCBC QA implementing procedures, plans and processes.

7.0 RECORDS MAINTENANCE - Not Applicable

EMCBC QA IMPLEMENTATION PLAN

| DOE O 414.1C Criteria | Processes | Procedures and Documents |
|---|---|---|
| Management/Criterion 1—Program | | |
| (a) Establish an organizational structure, functional responsibilities, levels of authority, and interfaces for those managing, performing, and assessing work. | Planning Scheduling Resource Allocation Graded Approach NQA-1 Application | EMCBC Organization Chart EMCBC Strategic Plan IP-111-01, Mission and Function Statement for the EMCBC PL-414-01, EMCBC Quality Assurance Program PD-411-01, EMCBC Functions, Responsibilities, and Authorities (FRA) PD-414-04, EMCBC QA Implementation Plan (QIP) |
| (b) Establish management processes, including planning, scheduling, and providing resources for work. | | |
| Management/Criterion 2—Personnel Training and Qualification | | |
| (a) Train and qualify personnel to be capable of performing assigned work. | Training Technical Qualification Professional Qualification | IP-361-01, Training and Qualification for Federal Employees PD-361-03, Technical Qualification Program IP-540-12, Contracting Officer Representative Designation and Continuing Learning |
| (b) Provide continuing training to personnel to maintain job proficiency. | | |
| Management/Criterion 3—Quality Improvement | | |
| (a) Establish and implement processes to detect and prevent quality problems. | Oversight Facility Tours Walkthroughs Work Observation Document Reviews Meeting Attendance & Participation Ongoing Interaction with Contractor Workers, Support Staff, & Management Site Visits Facility Assessments Operations Assessments Program Assessments Contractor Assurance Systems Worker and Customer Feedback Causal & Root Cause Analysis Corrective Actions Improvement Actions Performance Evaluations Trending Analysis Verifications & Validations Self-Assessments | PL-226-01, DOE-EMCBC Oversight Plan IP-414-02, Oversight and Assessment Program Procedure PD-414-03, Pegasus Users Guide IP-230-01, Operating Experience/Lessons Learned |
| (b) Identify, control, and correct items, services, and processes that do not meet established requirements. | | |
| (c) Identify the causes of problems, and include prevention of recurrence as a part of corrective action planning. | | |
| (d) Review item characteristics, process implementation, and other quality-related information to identify items, services, and processes needing improvement. | | |
| Management/Criterion 4—Documents and Records | | |
| (a) Prepare, review, approve, issue, use, and revise documents to prescribe processes, specify requirements, or establish design. | Document Control Records Management | IP-251-01, Preparation, Review, Approval, Revision, and Distribution of EMCBC Controlled Documents IP-410-01, EMCBC Correspondence and Commitment Control and Tracking PS-243-01, Records Management Policy IP-243-02, Vital Records Identification and Protection IP-243-03, Identifying, Filing and Maintaining Records IP-243-04, File Plan Creation and Maintenance PL-243-05, Records Disaster, Prevention, Mitigation, and Recovery Plan IP-243-06, Destruction of Temporary Records |
| (b) Specify, prepare, review, approve, and maintain records. | | |

| DOE O 414.1C Criteria | Processes | Procedures and Documents |
|--|---|--|
| Performance/Criterion 5—Work Processes | | |
| (a) Perform work consistent with technical standards, administrative controls, and hazard controls adopted to meet regulatory or contract requirements using approved instructions, procedures, etc. | Quality Assurance Integrated Safety Management Integrated Safeguards & Security Management Cyber Security Emergency Management Business Operations | IP-251-01, Preparation, Review, Approval, Revision, and Distribution of EMCBC Controlled Documents |
| (b) Identify and control items to ensure their proper use. | | |
| (c) Maintain items to prevent their damage, loss, or deterioration. | | |
| (d) Calibrate and maintain equipment used for process monitoring or data collection. | | |
| Performance/Criterion 6—Design | | |
| (a) Design items and processes using sound engineering/scientific principles and appropriate standards. | | |
| (b) Incorporate applicable requirements and design bases in design work and design changes. | | |
| (c) Identify and control design interfaces. | | |
| (d) Verify/validate the adequacy of design products using individuals or groups other than those who performed the work. | | |
| (e) Verify/validate work before approval and implementation of the design. | | |
| Performance/Criterion 7—Procurement | | |
| (a) Procure items and services that meet established requirements and perform as specified. | Acquisition Planning Vendor Surveys Bid Evaluations Contractor Oversight Contract Administration Source Evaluation | IP-540-01, Procurement Authorities, Delegations, and Responsibilities IP-412-01, Purchase Card Operating Procedure IP-540-07, Simplified Acquisition Procedures IP-540-08, Small Business Program IP-540-15, Review and Approval of Proposed Sales, Procurement, Financial Assistance, and Subcontract Actions |
| (b) Evaluate and select prospective suppliers on the basis of specified criteria. | | |
| (c) Establish and implement processes to ensure that approved suppliers continue to provide acceptable items and services. | | |
| Performance/Criterion 8—Inspection and Acceptance Testing | | |
| (a) Inspect and test specified items, services, and processes using established acceptance and performance criteria. | | |
| (b) Calibrate and maintain equipment used for inspections and tests. | | |

| ID 414.1C, Rev. 1 | | |
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| DOE O 414.1C Criteria | Processes | Procedures and Documents |
| Assessment/Criterion 9—Management Assessment | | |
| Ensure that managers assess their management processes and identify and correct problems that hinder the organization from achieving its objectives. | Assessment | PL-226-01, DOE-EMCBC Oversight Plan IP-414-02, Oversight and Assessment Program Procedure |
| Assessment/Criterion 10—Independent Assessment | | |
| (a) Plan and conduct independent assessments to measure item and service quality and the adequacy of work performance and to promote improvement. | Assessment | PL-226-01, DOE-EMCBC Oversight Plan IP-414-02, Oversight and Assessment Program Procedure |
| (b) Establish sufficient authority and freedom from line management for independent assessment teams. | | |
| (c) Ensure that persons conducting independent assessments are technically qualified and knowledgeable in the areas to be assessed. | | |
| Appendix A – Suspect/Counterfeit Items Prevention | | |
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| Appendix B – Corrective Action Management Program | | |
| | Reporting Findings Corrective Action Plan Tracking & Reporting Effectiveness Review Lessons Learned | PL-226-01, DOE-EMCBC Oversight Plan IP-414-02, Oversight and Assessment Program Procedure PD-414-03, Pegasus Users Guide IP-230-01, Operating Experience/Lessons Learned |
| Appendix C – Safety Software Quality Requirements | | |
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Legend:**Blue – DOE and Contractor Implementation****Yellow – DOE Oversight and Contractor Implementation**

EMCBC RECORD OF REVISION

If there are changes to the controlled document, the revision number increases by one. Indicate changes by one of the following:

- I Placing a vertical black line in the margin adjacent to sentence or paragraph that was revised.
- I Placing the words GENERAL REVISION at the beginning of the text.

| Rev. No. | Description of Changes | Revision on Pages | Date |
|-----------------|-------------------------------|--------------------------|-------------|
| 1 | Initial Program Description | All | 02/21/08 |

| CONTROLLED DOCUMENT CHANGE REQUEST | |
|--|-------------|
| DATE: <u>1/31/08</u> | |
| INITIATOR: <u>John Orrison</u> | |
| INITIATOR PHONE NUMBER: <u>60597</u> | |
| DOCUMENT AFFECTED: <u>PD-414-04, Rev. 1</u> | |
| SECTION: _____ PARAGRAPH #: _____ | |
| IP NUMBER : _____ PARAGRAPH #: _____ | |
| NEW IP: _____ | |
| PROPOSED REVISION: _____ <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> | |
| JUSTIFICATION: _____ <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> | |
| Requested by: <u>T. J. Jackson</u> | DATE: _____ |
| Approval: <div style="border-bottom: 1px solid black; height: 15px; margin-top: 5px;"></div> Associate Director | DATE: _____ |
| Assigned to: <u>J. Orrison</u> DUE DATE: _____ | |

| Document Review Record Sheet | | | | |
|--|------------------------------------|-----------------------------------|----------------|--------------------------|
| Document Title | EMCBC QA Implementation Plan (QIP) | | | |
| Control Number PD-414-04 | Revision No. 1 | Date Issued for Review 2/19/08 | | |
| The subject document is being submitted for your review, approval or comments. Since this review is controlled, a response is required from all reviewers. Therefore, please return the review sheet with or without comments | | | | |
| To: L. Chafin | Extension: 60461 | By: | | |
| Additional Instructions: | | | | |
| Reviewer | Approve | Approve w/Comments | Do Not Approve | Signature of Reviewer |
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| Comments may be attached to a separate sheet of paper | | | | |
| APPROVE: Signifies the reviewer's acceptance of the document issued for review. | | | | |
| APPROVE w/comments: Signifies the reviewer's overall acceptance of the document regarding concept, practice, implementation, provisions and assigned responsibilities. However, the reviewer has suggestions as to the organization of its contents or helpful additions and/or deletions. These comments are termed "non-mandatory comments" and do not require formal resolution between the reviewer and preparer. | | | | |
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| General Review Comments: Proposed Resolution to Comments attached. | | | | |
| When review is delegated, the designated reviewer shall review and indicate concurrence with the designee's review comments and recommend disposition: | | | | |
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